

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Airport/Facility Directory (A/FD), Chart Supplement Pacific (CSP), and Supplement Alaska (SA)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Transportation/Federal Aviation Administration

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending May 31, 2014. Special attention should be directed to the following clauses in Section 1. of this contract: "**Economic Price Adjustment**", "**Limitation of Performance and Contractor Obligations**", "**Notification**" and "**Paper Price Adjustment**".

**NOTE:** The period from Date of Award to October 4 2009 will be used by the contractor for file conversion/set-up of the data files to prevent interruption of the required contract specifications. Production of the first cycle (print orders) will begin October 5, 2009.

**BID OPENING:** Bids shall be publicly opened at 11a.m., prevailing Washington, D.C. time, on April 27, 2009

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, 36 H Street, NW, Washington, D.C. 20404-00001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

**Failure to meet rigid effective dates for all of the publications could jeopardize the safety, not only of aircraft, but could be the primary factor in loss of life. These publications are considered critical to air navigation and must be in the hands of their user(s) by the effective dates.**

**BIDDERS PLEASE NOTE:** Due to the number of exhibits (A through G) in this specification, the exhibits will not be put on the Internet. A complete copy of the specification including all exhibits and vendor specifications, which each bidder is cautioned to inspect prior to bidding, may be obtained from the bid room by request. Phone request to the U.S. Government Printing Office, Washington, D.C. (202) 512-0526. Also A Sample copy of the Alaska Supplement can be obtained by contacting Linda Rodano on 202-512-0310 or lrodano@gpo.gov.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature, call Linda Rodano (202) 512-0310 (No collect calls) or lrodano@gpo.gov.

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program For Printing And Binding (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.
- (c) Exceptions:
  - (1) F-5. Perfect-Bound Book Durability -- Page flex test --  
Minimum of 300 flexes.
  - (2) F-7. Excess Glue -- 1/16" Maximum glue penetration.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Camera copy, Electronic Media.

P-8. Proofs, Paper average type dimension in publication.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**RECLAIMED, RECOVERED, AND RECYCLED MATERIALS:** In performance of any contract resulting from this solicitation, the use of reclaimed, recovered, and recycled materials in any percentage is not only permitted, but encouraged, provided that all specification requirements are met.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to

paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to May 31, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2007, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS:** Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full requirements for the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Notification" clause, unless a later date is agreed to by the parties, so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first unless and until notification is given in writing by the Contracting Officer of an increase in availability of funds in accordance with the first paragraph of this clause. If so notified, the contractor's obligation shall be increased only to the extent contract performance is required for the additional program year for which funds have been made available.

In the event of termination pursuant to the article entitled "Termination for the Convenience of the Government" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the work under program period requirements for which funds have been made available.

**NOTIFICATION:** The contractor will be notified on or before October 1, 2009, 2010, 2011, 2012, and 2013, of availability or nonavailability of funds for each period.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PAPER PRICE ADJUSTMENT.** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in the Producer Price Indexes report published monthly by the Bureau of Labor Statistics (BLS) and will apply as follows:

1. BLS code 0913-0101 for Uncoated will apply to all papers required under this contract.
2. There shall be no price adjustment for the first three production months of the contract.
3. The applicable index figure for the month of March 2009, will establish the base index.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for the month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \%$$

where X = the index for the month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for the line items IV.(a) and (b), in the "Schedule of Prices" and will be effective on the first day of any month for which prices are adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

**PERFORMANCE BOND:** The successful bidder will be required to execute and return to the GPO a performance Bond on Standard Form 25 in the penal sum of \$200,000.00 to insure performance of the contract in accordance with the specifications and conditions set forth herein. Such bond with good and sufficient surety or sureties acceptable to the Government, must be provided within (10) workdays after the form has been furnished to the contractor by the GPO.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through May 31, 2009, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING ". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

**PREAWARD DEMONSTRATION:** Prior to the issuance of a purchase order, the contractor with the lowest responsive bid shall be required to successfully complete the preaward demonstration set forth below.

(1) Contractor is required to perform the file conversion (as stated on Page 9), for one volume (the Alaska Supplement) conforming in all respects to the specifications and sample line changes required will be furnished to the bidder. CD-ROMS must be picked up from the Government Printing Office, Washington, DC. Contractor will be required to create one complete set of digital content proofs. These proofs must be furnished to the Silver Spring, MD address listed under "SCHEDULE" within 45 workdays after sample data is furnished. These proofs must conform to the paragraph titled "PROOFS" in SECTION 2. – SPECIFICATIONS. In addition to furnishing proofs contractor must also submit 10 samples of paper stock which must conform to the paragraph titled "PAPER" in SECTION 2. – SPECIFICATIONS

(2) Approval of the preaward proofs and paper will be based upon fulfilling all of the composition requirements of the specification within the time specified.

(3) The Government shall approve or disapprove the preaward proofs and paper within 5 workdays from receipt thereof.

(4) In the event the preaward proofs and paper are disapproved by the Government, the contractor may by written notice be required, at the option of the Government, to submit additional preaward proofs and paper.

In such event, the contractor shall, at no cost to the Government, make any necessary changes. Such additional preaward proofs and paper shall be furnished under the terms and conditions of this contract and within the time specified.

If the contractor fails to successfully complete the foregoing requirements in the time specified, the contractor shall be deemed nonresponsible.

The cost of all materials and services necessary to commence production, including the preaward demonstration, must be included in the prices set forth in the "SCHEDULE OF PRICES". Bidders who fail to successfully complete the preaward demonstration must bear all incurred costs.

**PAYMENT:** Upon completion of a print order placed by the ordering agency, an itemized statement for billing must be submitted to the agency for examination and certification as to the correctness of the billing. After agency verification, vouchers will be submitted to the Government Printing Office for payment. Vouchers are to be sent to Department of Transportation/Federal Aviation Administration, Project Officer, Attn: Fred Milburn, AJW3512, STA-3555, 1305 East-West Highway, Silver Spring, MD 20910.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of separate cover perfect-bound books requiring such operations as file conversion, maintaining and updating data files, photocomposition, printing, binding, packing, and distribution.

**TITLE:** Airport/ Facility Directory (A/FD), Chart Supplement Pacific (CSP), and Supplement Alaska (SA).

**FREQUENCY OF ORDERS:** Three publications (total of nine volumes) every 56 calendar days (cycle). Two print orders will be issued each cycle consisting of one order for composition and one order for printing.

Each print order consists of the following: Northeast (1 volume); Southeast (1 volume); East Central (1 volume); North Central (1 volume); South Central (1 volume); Northwest (1 volume); and Southwest (1 volume); Supplement Alaska (1 volume); and Chart Supplement Pacific (1 volume).

### APPROXIMATE QUANTITIES AND NUMBER OF PAGES PER CYCLE:

<u>Books</u>	<u>Print</u> <u>Quantity</u>	<u>Shelf</u> <u>Stock</u>	<u>Pages</u>	Depository <u>Library</u> <u>Copies</u>	<u>File</u> <u>Copies</u>
East Central	14964	2800	488	194	15
North Central	11744	1534	472	194	15
Northeast	18349	2467	632	194	15
Northwest	12089	1623	320	194	15
South Central	15069	1767	520	194	15
Southeast	22952	3300	664	194	15
Southwest	19343	2468	488	194	15
Supp Alaska	13040	2108	496	194	15
Supp Pacific	3812	208	312	194	15
Totals	131362	18275	4392	1746	135

During the term of the contract, the number of volumes may increase due to adding additional volumes and/or splitting the current volumes due to number of pages.

**TRIM SIZE:** 5-3/8 x 8-1/4 inches.

**DISPLAY SAMPLE:** Sample DTD and SGML files available upon request. Contact Linda Rodano on (202) 512-0310 between the hours of 8:00 am and 4:00 pm. Sample files will be sent via e-mail.

### EXHIBITS:

Exhibit A1 through A7 – EDI Format (7 pages)

Exhibit B– Sample Format of NIMA Product Customer Address Files

Exhibit C – Sample of the Product File

Exhibit D - Sample of Customer Address File

Exhibit E - Sample of FAA Shipping Label

Exhibit F- Sample of NGA Shipping Label  
Exhibit G - Sample of CBL for Sporty's Market

**GOVERNMENT TO FURNISH:** CD-ROMS containing upper and lower case ASCII character set. At the inception of the contract, Government will furnish one or more CD-ROMS containing the following files:

SA (including legend), CSP (including legend), Legend for all A/FD volumes  
A/FD NE, SE, EC, NC, SC, NW, SW.

Three files (front, body, back) for each volume, for a total of 27 files (approximately 13 MB).

Graphics are supplied as separate postscript files.

**NOTE: SGML files *do not validate* against the SGML DTD, AFD.DTD. due to coding errors within the SGML files.**

Manuscript copy for line changes.

CD-ROM with digital files of graphics and portions of the covers. The Government may provide some graphics in digital form via the FTP Server.

Page change/Pagination sheet for CSP.

The Government will provide data files containing FAA/NACG customer and product information via its FTP Server.

NGA will provide data files containing NGA customers and product information on its FTP Server.

A supply of blue labels and selection certificates for shipping Departmental Random Copies.

When necessary, pre-printed inserts, approximately 5-3/8 x 8-1/4".

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

## **DIGITAL A/FDS**

At the end of each 56 day cycle the Contractor must supply digital A/FDs in PDF format. The Contractor will supply to FAA the Digital A/FDs in two different packages.

The first package will be to supply each book as one PDF. This will include all information from cover to cover, and must include the 7 A/FDs and the Alaska and Pacific Supplements. This will be delivered to the FAA one working day after the final approval to print has been given to the Contractor.

The second package will be to supply a searchable on line A/FD in PDF format. The Contractor will provide an automated process to generate PDF pages and the XML content from the pagination system (NOTE: This is required so the XML can be updated outside of FrameMaker as needed. This program to create all the A/FDs and Supplements will generate an XML file that contains the following elements, Associated State, Associated City, Airport Name, Airport ID, Navaid Name, and PDF page or pages, if the entry spans multiple pages. The program will create single or multi page PDF files that map to the PDF pages identified in the XML file. The front and back matter for the A/FDs and the Supplements will each consist of a single multi-page PDF for the front and a separate for the back. The PDF generated will contain embedded true type or postscript type 1 fonts. In addition,



the Contractor will develop a CD-ROM application that is compatible with PC and MAC platforms, Adobe Acrobat Reader and does not require an installation program. The program will utilize Java/HTML and PDF technologies. The user will start by viewing the start html file(or index html file) in IE that will contain information about the A/FDs and Supplements as well as the search interface and browse functions. The FAA will provide any text and images that should go on this home page. The browse functions will allow the user to view the PDFs for the associated front and back matter of the A/FDs and Supplements.

The search functionality will allow the user to search on the elements captured in the XML file by completing fields in the search form. Upon submission the application will search the XML file and build a results screen with all the matching results. The results screen will list the airport or navigation aid information and contain a link to the appropriate PDF file in the A/FDs or Supplement. The PDF will be displayed in a separate browser window, so that the user can close and easily return to the results screen.

This will be delivered to the FAA one working day after the final approval to print has been given to the Contractor.

Because of Flight Safety of the NAS, the Contractor **MUST** have both versions of the PDF completed by the start of the contract. The PDF versions must be tested and approved by the FAA.

**NOTE:** All PDF pages in the above packages must have region name and current effective date at the bottom of the pages.

**SEE EXAMPLE OF CURRENT DIGITAL AFD:**

<http://www.naco.faa.gov/>

select free online products

select digital A/FD

**DIGITAL A/FDS ON CDs**

Within two edition cycles of the award of this Contract, the Contractor will be required to produce CDs of the Digital PDFs. The Contractor may be responsible for the distribution of this new product. The digital CDs must have the same search capabilities as the on-line product This CD product must be quality controlled for accuracy. The Contractor will be responsible for the accuracy of all information loaded on to the CD.

**TELETRANSMISSION:** The Department has the capacity to teletransmit copy and other information on a facsimile machine. Contractor must have a facsimile machine or some other means to pick up manuscript copy daily. In addition, the contractor must have the capability to accept the electronic transfer of data, either via FTP Server or CD-ROM. All long distance phone calls required for any type of data transmission by the contractor or Government (manuscript copy, proofs etc.) will be made at the contractor's expense.

**ALL MATERIALS PRODUCED IN ACCORDANCE WITH THESE SPECIFICATIONS SHALL BECOME THE PROPERTY OF THE GOVERNMENT.** All materials shall be maintained under reasonable security to prevent their release to any unauthorized persons. Materials may not be duplicated in whole or part for any purpose other than the performance of this contract.

**FILE CONVERSION:** Contractor to convert current SGML DTD, AFD.DTD, into valid XML DTD or schema. Contractor must also convert invalid SGML into XML that validates against new XML DTD or schema. Contractor must convert existing tags for special characters ([ndash], [mdash], [ft], etc.) into XML Unicode equivalents.

**DATA FILES:** Contractor must provide valid XML, FrameMaker and EDD source files, along with all linked graphics, at the end of each cycle. FrameMaker files must match the printed directories. Graphic changes/updates will be required as necessary.

Contractor will be responsible for updating the data files for all volumes of each publication as necessary. Text data changes will be made as often as daily. Most text data changes will be made close to the cut-off date. The

contractor must not insert extraneous codes which will tie the master files to any particular composition system. Must be standardized commercial off-the-shelf software; must not be tied to a proprietary composition system. The Government will review contractor's data files and coding documentation to ensure codes do not change.

**NOTE:** Updating consists of accessing files, keyboarding revisions, merging with existing files, deleting when necessary, and moving characters as directed by the Government.

Within five workdays of the material cut-off date for the first, third, last cycle (as specified per order) of each contract year, and at the end of the contract, the contractor must deliver the most recently updated data (for all nine volumes) on CD-ROM's (upper and lower case ASCII character set) with validated XML with XML DTD or schema, FrameMaker source files, and any linked files (ex. PostScript graphics.) Deliver CD-ROM's to the U.S. Government Printing Office, Agency Publishing Services, Attn: Linda Rodano, AST, Mail Stop CSAPS, Room C838, Washington, D.C. 20401. Vendor must ensure XML files conform to original SGML files.

If the data files deviate in any significant way, the contractor may be required to make all necessary changes, at no cost to the Government, to achieve conformity with the specifications. The Contracting Officer will be the sole judge as to what constitutes a significant deviation.

At any time during the contract, the Government may request data files as noted in the paragraph above. When required, a separate print order will be issued for this production function.

**COMPOSITION:** The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

At any time during the contract, the Government may request a complete restructure of all seven volumes of the Airport Facility Directories, and the Alaska and Pacific supplements. These changes may be quite extensive, and could include type font, size and additional special characters. If this occurs the Government will work with the contractor to plan and coordinate completion dates. The Government will request an additional estimate from the Contractor at that time to complete the work.

Type Page Size: 28-1/2 x 46 picas.

Typefaces, Sizes, and Special Characters: The contractor is required to furnish a match of all type fonts and sizes. Although type equipment is not standard, the following type fonts and sizes, as identified in the Department of Transportation Type Specimen Catalog for Maps and Charts, may be used as a guide:

News Gothic and News Gothic Bold in 6 point.  
News Gothic Bold Condensed in 6, 8, and 10 point.  
Techno Medium in 10, 12, and 18 point.  
Futura Bold in 24 point (for edge marking only).

No alternate typefaces will be allowed; however, manufacturers' generic equivalents will be accepted for the above typefaces. Each bidder shall list in the bid the name of the generic equivalent typeface(s) and composing machine to be used.

The GPO reserves the right to require samples of any generic equivalent typefaces offered if it is deemed necessary in order to determine the suitability of the offered typefaces.

Change Bars - New and/or revised data, excluding the front cover, spine and A/FD section of each publication and the Special Notices sections of the CSP and SA publications, shall be identified by a vertical one point rule (change bar) extending the full length of the new and/or revised data. The rule will be two points from the left or right side of the affected data for even or odd pages, respectively. At contractor's option, change bars may be placed on both sides of the new and/or revised data. **THE CONTRACTOR WILL BE RESPONSIBLE FOR REMOVING THESE CHANGE BARS FOR THE NEXT CYCLE.**

**Vertical Rules:** Each vertical rule appearing in tabular matter will be measured as if it were one horizontal type line within the table. For purposes of this contract a vertical rule is defined as any rule which could be drawn along a guide edge, without moving the guide edge, regardless of how often the ruling pen must be lifted.

#### **PAGE AND BOOK MAKEUP:**

Each publication Tables of Contents and all Index Sections in the publications must be updated with new page numbers as needed.

Each publication will have from one to five Tables of Contents (SA - 3; CSP -5; and each A/FD volume - 1) that the contractor must update with new page numbers as needed. The Table of Contents for the SA and CSP are on Cover 1 and the beginning of various sections. The Table of Contents for the A/FD's are on page 1 of each volume.

Each section of information within the SA, CSP and A/FD volumes begins on a new page unless all information for two or more sections can be positioned on a single page. In the A/FD publication, each state listing begins on a new page. In the CSP publication, however, each island is not separated by a page break.

In the CSP publication, Section VIII must begin on an even numbered page. Various pages/sections may be required to begin on odd or even numbered page(s) as indicated per manuscript copy.

**Facing Pages:** When the Airport Directory entries are continued on the next page, the break must be at a subheading "continued on the next page" must be noted on the bottom of the page and "continued from the preceding page" must be noted at the top of the next page following.

The contractor must avoid short pages of type with large amounts of white space. After all additions, revisions, and deletions for each cycle have been made, contractor must make up pages with as many sections on each page that will fit and be in compliance with the instructions listed above.

The contractor shall use blank pages to ensure that graphics and associated descriptive text are printed on facing pages. Blank pages are folioed and identified by the following note, centrally located on the upper portion of the page:

INTENTIONALLY  
LEFT  
BLANK

Intentionally left blank pages within a section must have headers and folios while those pages at the end of a section have folios only.

**NOTE:** No blank pages are allowed for the A/FD publications from the beginning of the books through the Seaplane Landing Area Listing.

Each publication has various sections. Intentionally left blank pages should not be within a section unless there is no other way to paginate the publication. For example: if a section must be facing pages, the "Intentionally Left Blank" page must appear on the odd numbered page followed by the two facing pages. Unless specified, no "Intentionally Left Blank" pages shall be permitted at the end of the publications.

The number of pages for each publication must be divisible by eight.

**NOTE:** There is a possibility that sometime during the term of this contract the government may want to return the updating of the data files and the composition portion of this contract to the government. If this occurs, the government will give the contractor at least 3 cycles (approximately 6 months) notice prior to implementing this change.

Each publication will require two date changes within a reverse area for the front cover (cover 1) and one date (line) change for the backstrip, per cycle.

Barcodes are required on covers of the A/FD's, the Pacific Chart Supplement, and the Alaska Supplement. This will require the contractor to digitally produce and place the bar codes on the covers of the publications and make changes to them as needed. The specific size and placement of the barcodes will be provided in advance of established effective dates. Barcode size and spec information will be provided.

The Contractor must adequately store digital files from one printing cycle to the next.

**PROOFS:** The contractor **MUST** produce one complete set of digital color content (or equal) page proofs of all text, graphics and cover pages, collated by publication, for the last cycle prior to commencement of this contract, from furnished data files. These proofs will be printed on 8-1/2 x 11 paper enlarged 115%.

During each cycle, the contractor must furnish one complete set of digital color content proofs (or equal) of all text, graphics and cover pages collated by publication for the most recent cycle...These proofs will be printed on 8-1/2 x 11 paper enlarged 115%. These proofs will be transmitted on-line to the Government. Proofs of all cover pages must be in imposition form. In addition, the contractor must submit Advance Press Sheets for the Chart Supplement Pacific (CSP) book no later than 12:00 p.m., 13 calendar days prior to the effective date. In addition, at the end of each cycle the Contractor must supply a copy of each Chart Bulletin in PDF Format.

The contractor will be responsible for ensuring that the proofs are in conformity with the copy submitted for the most recent edition. All proofs must be collated in sets, numbered sequentially, and have a one-inch clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area. The Contractor's firm name must not appear on any proofs.

Contractor to supply a PDF (Portable Document Format) soft proof. Proofs will be transferred to the agency via e-mail. The PDF proof will be evaluated for text flow, image position, and color breaks. PDF proofs will not be used for color match. Soft proofs are to be e-mailed to: Deborah.L.Copeland@faa.gov.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to Print".

**PAPER/STOCK:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

JCP paper specifications are revised from time to time. In the event that the specifications change during the term of this contract, the Government will allow the contractor to substitute comparable paper of equal quality after samples are inspected and specifications are approved by the project manager.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

**TEXT:** White Light Weight Offset Book (Bible Paper), basis weight: 30 lbs per 500 sheets, 25 x 38", equal to JCP Code A75.

**COVER:**

CSP -- Blue Index, (color equivalent to Pantone 304U) basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

SA -- Salmon Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

A/FD (all volumes) Light Green Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

At Contractor's option, all covers may be White Index, equal to JCP Code K10, with color achieved by surface tinting both sides.

**PRINTING:** The contractor shall print cover and text head-to-head in black ink. The contractor must coordinate the addition of signatures with the Government before they are added to the book.

Currently there are pages in the Pacific Chart Supplement that require color other than black, and there may be more pages in the A/FD's, and Alaska Supplement, which are printed with topographic features shown in a color other than black. These pages will show the topographic features in addition to the standard text shown in black. **THE CONTRACTOR MUST BE ABLE TO PRINT THESE COLOR PAGES FROM THE FILES SENT TO THEM BY NACG.**

**BLEED TABS:** Bleed tabs are located on the first text page of the referenced data. The bleed tabs for the SA and CSP publications print on odd-numbered pages and must align with bleed tabs on the front cover. The bleed tabs for the A/FD volumes print on even-numbered pages and must align with those bleed tabs on the back cover. More than one bleed tab may appear on the same page.

**EDGE MARKING:** contractor must label the top trim edge of each publication in 24-point Futura Bold caps with the appropriate title abbreviation; e.g., SA, CSP or A/FD SE. In addition, the contractor may add a unique two digit code to supplement their quality control and inspection procedures.

**Press Sheet Inspection:** Press sheets may be inspected at the contractor's plant for quality conformance. When a press sheet inspection is required, it will be specified on the individual print order. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

**MARGINS:** Head 3/16"; even pages 3/8" bind; odd pages 1/8" outside.

**BINDING:** The contractor shall provide perfect bound text and wraparound cover; trim three sides.

Advance Copies - prior to binding of the total production quantity, the contractor must submit 14 fully completed advance sample copies of all nine publications for final approval.

The contractor is cautioned that in the event of rejection or alteration of the advance samples the GPO will consider production costs only up to and including presswork. If the contractor continues production beyond presswork without approval of the GPO, he does so at his own risk.

**DISTRIBUTION SPECIFICATIONS:** The contractor must pack bulk shipments of various volumes on skids or pallets, and shrink wrap the load. The contractor must pack the FAA shelf stock of the CSP, SA, and A/FD volumes separately; do not intermix publications and/or volumes in the same container.

For FAA/NACG customer orders: The Government shall place data files containing FAA/NACG Customer Information and Product Information on its FTP server by no later than noon Thursday, 21 days prior to the effective date. Upon notification via e-mail from the Government, the Contractor shall retrieve these files via the Internet using FTP. If the FTP site is not accessible, the Government shall place the data files on a CD-ROM and deliver them to the contractor via overnight delivery service. The Contractor will verify EDI data counts with NACG prior to printing picklists and invoices. From the data contained in these files the Contractor shall format and print order invoices/pack lists, shipping labels, and mail manifests. Print formats shall be approved by the Government.

**Order Invoices/Pack Lists** The Contractor shall format and print order invoices and pack lists. The Government will specify the format for the order invoices. The Contractor format is acceptable for the pack list. The

Contractor shall insert an order invoice in the first package of each order.

**Shipping labels** - The Contractor shall format and print shipping labels for all FAA/NACG customer orders. The format for the shipping labels shall be recommended by the Contractor but must be approved by the Government. Address lines must allow for 40 characters and 3 address lines. All items printed by the Contractor shall be produced from laser or equivalent quality printers. The Government will specify print formats for all Contractor-printed materials other than shipping labels. The Contractor's proposed label format shall be submitted to the Government for approval prior to performance of the contract.

**Bar Code Labels** - The Contractor shall be required to apply or print a shippers bar code label with a tracking number (which shall be traceable to the order number) on each package. The Contractor shall fill orders so as to minimize the number of packages shipped to a customer and not exceed the maximum package weights established in the contract, as well as being consistent with other packaging specifications. The Contractor shall be responsible for obtaining carrier approval for the use of shipping labels and bar codes.

**For NGA customer orders**, NGA will place data files containing NGA customer and product information on its FTP server by no later than 28-days prior to the effective date. The Contractor shall retrieve these files via the Internet using FTP. The Contractor shall convert the NGA EDI data files from the NGA format to the FAA/NACG format. From this data, the Contractor shall format and print pack lists, shipping labels, and mail manifests. Print formats, other than shipping labels, shall be approved by the Government. (NOTE: FAA/NACG and NIMA may use different acronyms to identify the same product. The Government will provide a cross-reference between FAA/NACG and NGA nomenclature at the time of award).

NGA requires that all deliveries be at their destination 3-days prior to the effective date. All postage shall be charged to the appropriate NGA established postage/carrier accounts. The Contractor shall package all shipments that require a NGA label.

The Contractor shall send a confirmation file to NGA no later than Thursday, 7 (seven) days prior to the effective date. The file should include the following information: customer number, tracking number, if sent by traceable means, and the weight of each package. There will be one record for each package sent.

**Shipping Manifests** - The Contractor must use a USPS approved scaled mail manifest system. The Contractor shall generate shipping and package tracking manifests for packages shipped by any carrier that provides shipping services for the Government. The mail manifest will be calculated from Government supplied data files, weight of packages determined by the Contractor, and Government tendered rate information maintained by the Contractor.

The Contractor shall complete, sign, and return to the USPS a "Mail Manifest System Application". Upon receipt of the "Mail Manifest System Agreement", the Contractor shall complete, sign, and return it to the USPS.

The Contractor shall deliver the USPS manifest with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. In the rare event that the Contractor needs to create a new label, the unique package identification number, weight, and postage must be added to the manifest proper and the summary at the end of the manifest. USPS will invoice the postage costs to the Government based on the manifest.

The Contractor shall deliver separate USPS manifests, one for FAA/NACG packages and one for NGA packages, with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. USPS will invoice the postage separately to FAA/NACG and NGA based on the manifest. USPS regulations require the Contractor to perform quality control sample checks for different categories of mail. The Contractor shall perform the necessary sampling checks, shall note those weights and postage amounts that differ from the

manifest, and identify the reason for the discrepancy. The Contractor shall correct the discrepancy if it is determined to be Contractor error.

The Contractor shall deliver the FedEx manifest with the final FedEx delivery to the FedEx representative in accordance with FedEx rules and regulations. In the rare event that the Contractor needs to create a new label, the unique package identification number, weight, and postage must be added to the manifest proper and to the summary at the end of the manifest. At the end of each printing/delivery cycle Contractor shall forward a copy of the FedEx signed delivery form to the address below. FedEx will invoice the postage costs to the Government based on the manifest.

FAA/NACG Distribution Division,  
Attn: Traffic Manager, AJW-3550  
10201 Good Luck RD.  
Glenn Dale, MD, 20769-9700

**Contractor Transmissions to the Government** - The Contractor shall confirm receipt of the customer, order, and product information files via e-mail. This confirmation shall include the file name, total number of customers, the total product line item count and total product quantity for both Standing Orders and Subscriptions, and the total number of orders by each shipping mode.

The Contractor shall be required to transmit an ASCII data file (format specified by the Government, to the Government no later than Thursday, 7 (seven) days prior to the effective date). The Contractor shall immediately e-mail the Distribution Division that the confirmation file is available on the FTP site. This data shall confirm that each order has been fulfilled and that shipping has been completed. For each order reported as shipped, the Contractor shall transmit the order number, carrier, package weight, postage, package shipping date, and the package tracking number, if applicable. The Contractor shall also transmit the order number, CBL number, and date of shipment for all CBL shipments; and shall provide the order number and date of pick-up or delivery for all other shipments picked up at their loading dock, or that were delivered by the Contractor.

The Contractor shall provide an electronic version of each shipping manifest to the Government via FTP. The Government shall approve the shipping manifest format.

**Carriers and Delivery Modes:** Carriers and delivery modes by which orders are to be shipped shall be identified by codes contained in the data transmitted to the Contractor. These codes will be provided to the Contractor following contract award. The following are shippers currently used by the Government, but this list is subject to change at the discretion of the Government:

- **USPS** - First Class, Priority Mail, Air Printed Matter, Air Parcel Post.
- **FedEx Ground**
- **FedEx** - Overnight Priority, FedEx International Overnight Priority, International Mail Service
- **Priority Post Company** - International Priority Air Mail, Canada
- **Advance Post Company**- International Mail Service
- **Commercial Carriers** - Domestic ground and International air freight shipments made by Commercial Bill of Lading (CBL), Standard Form 1103-A (Rev. 4/85).

**Other Invoice/Shipping requirements:** The Contractor may be required to prepare documentation for international or other shipments including but not limited to:

- Commercial invoices
- North American Free Trade Agreement
- Air-bills
- Certificates of Origin
- Shippers Security Endorsement

**Distribution/Shipping** - The Contractor shall complete all product distribution by 4:30 PM on the date specified as the Distribution Date of the specifications. Distribution shall be considered as complete when released to the carrier or, for mail shipments, delivered to a post office. The Contractor shall ensure that shipments are released to the carrier by the required hour and date and that all carriers' vehicles have left the premises.

The Contractor shall meet the following mailing rules and regulations:

For USPS mailings, the United States Postal Service regulations as specified in the Domestic Mail Manual and the International Mail Manual.

For all FedEx mailings, the contractor must use the FedEx Power Ship System for automated aribills, manifests, etc.

For all packages shipped to NGA customers, the Contractor shall strictly abide by the NGA "Technical Instruction for Packaging and Distribution of DoD Flight Information Publications, Books, Charts, and Related Publications," dated March 1990. Service Manuals of other carriers used in the performance of this contract.

Shipments shall be limited to one package per address label. Each Carton must be marked 1 of \_\_, 2 of \_\_, etc., to indicate the total number or cartons in the shipment. The FAA/NACG order invoice or the NGA packing slip shall be placed in carton No. 1.

For all packages sent to Miami and San Francisco via Landstar Carrier pick-up, the packages must have piece count total on the right side of the express America Waybill.

**Shipping and Postage Charges** - The Government shall prepare and provide the Contractor with CBL's authorizing commercial carrier ground or air freight shipments. Completed CBL's will be forwarded to the Contractor who shall then arrange to have the shipment picked up by the designated carrier. **A complete copy of the CBL showing total weight and number of skids shall be returned to the FAA/NACG Distribution Division, Traffic Manager, AJW-3550, within two (2) days after the Distribution Date.**

The Contractor shall provide, install, and maintain a USPS approved package mailing system capable of producing uniform periodic reports of orders and all packages that have been tendered to a carrier. Reports shall include carrier name, order number, date of shipments, package weights, package tracking numbers, and shipping costs for each package. A separate report shall be required for each carrier; reports shall be sorted in ascending order by order number.

If a carrier requires a Contractor use a vendor-supplied system, the Contractor shall be responsible for acquiring and installing the appropriate hardware/software required, for example, the Power Ship System, in the case of



packages tendered to FedEx.

The Contractor shall be required to update mailing system programs or data to reflect carrier rates, zones, zip codes, etc., whenever changes are announced or carriers are added. The Government currently receives discounted rates from several carriers that are subject to change. The Government shall provide to the Contractor the rates in effect following contract award and, thereafter, as changes are received.

Four weeks after contract award, the Contractor shall submit to the Government the following information for each type of package: length, width, height, weight (empty), and maximum number of items to be packed in each. Upon Government approval, this will become the standard for packaging. **NO CHANGES** from this standard will be permitted without prior approval of the COTR (Contracting Officer Technical Representative).

The Contractor shall use packaging and filler of sufficient strength so as to ensure that the consignee's chart order arrives intact and undamaged. In addition, plastic strapping shall be used on all boxes, where appropriate.

**Labeling and Marking** - The Contractor shall be required to neatly label and mark packages and shipments and provide, prepare, and affix labels, stickers, or forms, for all packages and shipments. Pressure sensitive, self-adhering labels shall be utilized where available.

Shipping labels shall be firmly affixed to the widest surface of all packages. No part of the shipping label shall be placed over a seam or on top of sealing tape and no part may obstruct or be obstructed by other labels, stickers, markings, or banding.

When there are multiple packages in an order, the invoice shall be placed in the first package and it shall have the words "Invoice Enclosed" on either the label or stamped on the label-side of the package.

USPS stickers (i.e., Priority Mail, Par Avion, etc.) must be applied to all USPS shipments. Stickers shall be placed directly above and to the center of the shipping label to designate USPS delivery service and to ensure proper handling by the USPS. In lieu of the stickers, priority packages must be identified by incorporating the word "Priority" on the label or on the package.

All shipping envelopes, bags, and cartons shall be preprinted or labeled with the message:

**U.S. GOVERNMENT  
CHARTS/PUBLICATIONS  
CRITICAL TO NAVIGATION SAFETY  
DO NOT DELAY**

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Books Number of Sublots</u>
500 - 3,200	13
3,201 - 10,000	20
10,001 - 35,000	32
35,001 and over	50

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The containers and their contents shall be recorded separately on all shipping documents and sent to DOT FAA NACG, 10201 Good Luck RD, Glenn Dale, MD 20769-9700.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to submit a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A USPS approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

#### **DISTRIBUTION:**

The contractor shall complete all product distribution by 4:30 PM on the date specified as the Distribution Date in the schedule shown on page 20. Distribution shall be considered as complete when released to the carrier or, for mail shipments, delivered to a post office. The contractor shall ensure that shipments are released to the carrier by the required hour and date and that all carriers' vehicles have left the premises.

**BULK SHIPMENT:** The contractor must deliver f.o.b. destination approximately 250 copies of CSP; 1,200 copies of SA; and 13,000 copies of (combination of all volumes) to the Government Distribution Warehouse (GDC), DOT FAA NACG, 10201 Good Luck RD, Glenn Dale, MD 20769-9700. Deliveries **MUST** be made Monday through Friday between 7 a.m. and 1 p.m. prevailing Washington, DC time, no later than 1 p.m. on the "Distribution Date."

**In case of shortages** - If a quantity shortage is apparent to the Contractor at the time of distribution because the shipping quantities called for on the pack list exceeds the print order quantities, the Contractor shall notify the COTR with the following information and obtain a determination on how to proceed:

Type and quantity of publication in short supply and/or Name and addresses of consignee(s) not being filled and/or request for revised print order reflecting the new quantities.

**For replacement publications** ordered to correct Government errors or to fill emergency needs, the Government will reimburse the Contractor at the rates stated in the contract. All associated shipping costs shall be charged to the Government.

The Contractor shall bear the cost of replacement publications, packing, and shipping to correct Contractor errors. And the Contractor shall replace shortages due to Contractor error from the Contractor's site.

**Late Distribution:** The Contractor shall immediately notify the Project Officer when the Contractor anticipates difficulty in complying with the contract delivery schedule or date, or when the Contractor has knowledge that any actual or potential situation may delay or threaten to delay the timely performance of the Contract. The Contractor shall then send a written follow-up to the CO (Contracting Officer) and the Project Officer, stating what products and quantities will be/are late, the number and location of the consignees involved, and when the material will be ready for shipment. Nothing contained herein shall be construed as a waiver by the Government of any delivery schedule or date or of any rights or remedies provided by law or under this Contract.

**NOTE: No books (except for priority advance verification copies and advance copies) shall be mailed until all priority advance verification copies have been reviewed by the Project Officer or his designated Government representative, and that representative has given verbal authorization to mail. However, notwithstanding the above, under no circumstances shall the books be held beyond the mailing deadline.**

**Return Shipments and Correspondence** - Under FedEx Ground regulations, the Contractor's name shall appear on the return address of the labels. Thus the Contractor shall be required to accept undelivered, returned packages. The Contractor shall handle returned shipments and correspondence or other material intended for the Government as follows:

**FAA/NACG returned shipments.** All returned packages must be reported to FAA/NACG, Distribution Division, Public Sales and Services Group (301) 436-8301 as soon as possible. The Contractor shall provide FAA/NACG with the customer account number and the reason for the return. FAA/NACG will attempt to contact the customer to verify the address and to see if the package can be re-shipped.

**FAA/NACG Re-ships.** FAA/NACG will fax a re-shipment request to the Contractor by 3:30 pm for shipments due out that day. All re-shipments shall be sent out via overnight carrier (FedEx).

**FAA/NACG Re-ship responsibility.** Procedures for determining which party is responsible for the cost of the re-ship are as follows:

The order has been misplaced, contains the wrong product, or wrong customer has an incomplete order; the Contractor is responsible and the Contractor shall use their overnight delivery account to re-ship the package.

The address provided by FAA/NACG is incorrect or incomplete; FAA/NACG is responsible and the FAA/NACG distribution contractor, NACG, will send out a replacement order. The Contractor shall remove the invoice or packing list, if any, the shipping label, and the carrier's explanation for return and mail them to the FAA/NACG Distribution Division, Public Sales and Services Group (301) 436-6829. Contents of the returned shipments shall normally be destroyed by the Contractor. From time to time, the Contractor may be required to deliver returned shipments to the Distribution Division intact.

The package was shipped by the distribution date, but was not received by the effective date; FAA/NACO is responsible and the FAA/NACO distribution contractor, DDD, will send out a replacement order via overnight delivery service.

Correspondence or other material erroneously mailed to the Contractor's facility but intended for the FAA/NACG Distribution Division, such as items returned by sales agents for credit, shall be delivered to the FAA/NACG Distribution Division within five (5) days following receipt by the Contractor.

**NGA undeliverable/returned shipments.** All returned packages must be reported to NGA as soon as possible.

The Contractor shall provide NGA with the customer account number and reason for the return. NGA will attempt to contact the customer to see if the package can be re-shipped. At the FAA's or Contractor's discretion, all returned packages may either be destroyed or the products may be added to shelf stock. The Contractor is not required to track or report to NGA the receipt of returned packages unless there are an unusually large number of returned packages (40% or greater return during a cycle). The Contractor does not automatically reship products to an NGA customer solely based on receipt of a returned package(s).

- **NGA re-ships.** NGA re-shipments are made to customers that have not received their orders 3 days prior to the effective date. NGA will fax or e-mail a re-shipment request to the Contractor by 3:30 pm for shipments due out that day. All re-shipments shall be sent out via overnight carrier (FedEx).
- **NGA re-ship responsibility.** Determining which party is responsible for the cost of the re-ship is handled as follows:
  1. The order has been mispacked, contains the wrong product, has an incomplete order, or the shipping address was generated incomplete or wrong by the Contractor; the Contractor is responsible, use the Contractor's overnight delivery account.
  2. The shipping address provided by NGA is incorrect or incomplete; NGA is responsible, use NGA's overnight delivery account. NGA is responsible to reimburse the FAA/NACG at unscheduled pricing for the cost of products pulled from the FAA/NACG shelf stock.
  3. The package was shipped by the distribution date, but has not been received at the customer's military installation 3 days prior to the effective date; FAA/NACG's distribution contractor is responsible and will send out a replacement order via overnight delivery account.
- The return address for all NGA packages shipped to NGA customers shall be the distribution contractor's address.

**SCHEDULE:** Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

CD ROM will be available for pick-up approximately the first week in March 2008. CD ROM must be picked up from the Government Printing Office, Washington, DC.

Furnished material, except shipping labels, must be picked up from the FAA/NACG's Data Evaluation Section, 1305 East-West Highway, Sta. 5209, Silver Spring, MD 20910. Furnished material will be available for pickup between the hours of 11a.m. and 1:30 p.m. prevailing Washington, DC time. In the event Government-furnished material is made available late by the Government, the distribution schedule **MUST STILL BE MET**.

Soft proofs will be held no longer than 24 hours.

Line change copy will be provided to the Contractor as color PDF files and placed on the NACG FTP server weekly. When required, camera ready copy will be mailed f.o.b. contractor's plant. No additional time will be allowed for mailing or teletransmission.

**PAGE COUNTS:** The contractor must provide page counts to the FAA Project Officer no later than 1:00 p.m., Thursday, 21 days prior to the effective date.

When a pick-up/delivery date occurs on a Federal Holiday, the pick-up/delivery **MUST** be made by the following workday.

**MATERIAL CUT-OFF DATE IS 17 PRIOR TO EFFECTIVE DATE**

**BASE CONTRACT YEAR:**

Material Cut-off Date	Distribution Date	Effective Date
10-05-09	10-14-09	10-22-09
11-30-09	12-09-09	12-17-09
01-25-10	02-03-10	02-11-10
03-22-10	03-31-10	04-08-10
05-17-10	05-26-10	06-03-10
07-12-10	07-21-10	07-29-10
09-06-10	09-15-10	09-23-10

**FIRST OPTION YEAR:**

Material Cut-off Date	Distribution Date	Effective Date
11-01-10	11-10-10	11-18-10
12-27-10	01-05-11	01-13-11
02-21-11	03-02-11	03-10-11
04-18-11	04-27-11	05-05-11
06-13-11	06-22-11	06-30-11
08-08-11	08-17-11	08-25-11

**SECOND OPTION YEAR:**

Material Cut-off Date	Distribution Date	Effective Date
10-03-11	10-12-11	10-20-11
11-28-11	12-07-11	12-15-11
01-23-12	02-01-12	02-09-12
03-19-12	03-28-12	04-05-12
05-14-12	05-23-12	05-31-12
07-09-12	07-18-12	07-26-12
09-03-12	09-12-12	09-20-12

**THIRD OPTION YEAR:**

Material Cut-off Date	Distribution Date	Effective Date
10-29-12	11-07-12	11-15-12
12-29-12	01-02-13	01-10-13
02-18-13	02-27-13	03-07-13
04-15-13	04-24-13	05-02-13
06-10-13	06-19-13	06-27-13
08-05-13	08-14-13	08-22-13

**FOURTH OPTION YEAR:**

Material Cut-off Date	Distribution Date	Effective Date
09-30-13	10-09-13	10-17-13
11-25-13	12-04-13	12-12-13
01-20-14	01-29-14	02-06-14
03-17-14	03-26-14	04-03-14
05-12-14	05-21-14	05-29-14
07-07-14	07-16-14	07-24-14
09-01-14	09-10-14	09-18-14

**NO DEVIATION FROM THE SCHEDULE WILL BE ACCEPTED.**

The Government will not adjust the distribution deadline because of Saturdays, Sundays or Federal Holidays that occur during performance schedule.

**NOTE:** The bulk shipment to the Government Distribution contractor **MUST** arrive at the destination by 1:00 p.m. prevailing Washington, DC time on the "Distribution Date" which is Wednesday, 8 calendar days prior to the "Effective Date".

**ADVANCE COPIES:** The contractor must deliver f.o.b. destination, 2 workdays prior to the distribution date, 14 advance copies of all CSP, SA and A/FD volumes for each cycle as follows (these copies will be considered sample copies and cannot be deducted from the total quantity ordered).

1 copy of all volumes to the FAA Project Officer, Sta. 3554, 1305 East-West Highway, Silver Spring, MD 20910, Attn: Fred Milburn.

13 copies of all volumes to the Data Evaluation Section Chief, Sta. 5200, AVN-511, 1305 East-West Highway, Silver Spring, MD 20910.

The contractor shall be notified by telephone of approval for distribution within 24 hours after receipt of the advance copies. In the event such authorization is not received as specified, the contractor will not be relieved of any responsibility in meeting the distribution schedule.

The contractor must notify the GPO of the date and time that *press sheet* can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection for orders placed on the regular schedule. Notify the U.S. Government Printing Office, Quality Assurance Division, telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The Government reserves the right to make announced and unannounced visits to the contractor's facilities at any point(s) during the term of the contract to ascertain contractor's compliance with these specifications.

If an accelerated schedule is required, payment will be made in accordance with GPO Contract Terms, Contract Clause 26 - Payment for Accelerated Delivery.

Within 7 days before termination of contract, the contractor must return the following to the FAA/NACG's Aeronautical Information Branch: all Government-furnished material, a digital CD of all publications, complete set of films and two sample copies of the last printed edition of each CSP, SA, and A/FD. All returned films must be collated, slip sheeted, and packaged separately by publication and volume. Each package must be identified with the volume title, volume name and the effective date.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

### DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce six cycles production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(a)	1		
II.	(a)	47,233		
	(b)	10		
	(c)(1)	10		
	(2)	10		
	(d)	47,171		
	(e)	21,395		
	(f)	66		
	(g)	26,400		
	(h)	1,872		
III.	(a)	(1) 54	(2) 773	
	(b)	26,400	401,756	
	(c)	312	96	
IV.	1.(a)	200,878		
	2.(b)	1,546		
V.	1.(a)	41,502		
	2.(a)	24,695		
	(b)	11,628		
	(c)	15,685		
	(d)	10		
VI.	(a)	35,000		
	(b)	50		
	(c)	30		
	(d)	6		
	(e)	5		
	(f)	10		
	(g)	5		



#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Glenn Dale, Maryland and f.o.b. contractor's city for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

All invoices submitted to the GPO shall be based on the most economical method of production. The contractor will be required to furnish a duplicate set of magnetic tapes with his voucher to substantiate character count charges. The duplicate tape will be returned after verification, and no additional charges will be allowed for this billing requirement.

Pagination will be divisible by 8 and no more than 7 blank pages will be allowed.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

**I. FILE CONVERSION:** Prices offered must include the costs for all operations and materials necessary for converting all files as stated on Page 9.

(a) File Conversion .....\$\_\_\_\_\_

**II. DATA BASE MAINTENANCE, UPDATING, AND COMPOSITION:** Prices offered must include the costs for all operations and materials necessary for updating and maintaining CD ROMs and creating duplicate CD ROMs required in accordance with these specifications.

Data input from CD ROM furnished by the Government will not be considered for payment under the keyboarding pricing structure.

(a) Updates .....per transaction (including coding) .....\$\_\_\_\_\_

(b) Adding new tags .....per tag .....\$\_\_\_\_\_

The deletion of more than one line that is continuous, regardless of how many, where no replacement line(s) is to be inserted, will be charged as one update. For pages requiring more than one line to be changed and/or added, each line will be charged as one update.

\_\_\_\_\_  
(Initials)

The maximum charge allowable for updates made at one time on one page shall be the amount equal to the cost of keyboarding that page from manuscript copy.

When updates (except for contractor's errors) are required after the Government has been furnished proofs, each update will be billed as two transactions (one to set and paste up type and one to update magnetic tape file(s)). Documentation of updates MUST be furnished with the voucher.

(c) Keyboarding:

(1)Text .....per 1,000 characters .....\$\_\_\_\_\_

(2)Tabular .....per 1,000 characters .....\$\_\_\_\_\_

Measurement of and payment for keyboarding: Initial coding and keyboarding of new copy will be measured and payment will be made on the basis of character count. Each valid code and character recorded on the tape whether alpha, numeric, space, symbol, or function code shall be counted as one character. The use of redundant codes is prohibited.

(d) Composition .....per 1,000 characters .....\$\_\_\_\_\_

Photocomposition includes all operations and materials necessary for producing complete one-piece photocomposed camera copy, in accordance with these specifications.

(e) Space allowance and positioning of illustrations..... per illustration.....\$\_\_\_\_\_

(f) Timework .....per hour .....\$\_\_\_\_\_

Operations which cannot be properly classified under any other item shall be charged as "Timework". Generally, timework charges will not be applicable. Each item and the time required must be indicated separately and fully described on or with the contractors voucher. The GPO reserves the right to determine the acceptable amount of time to be allowed for such charges.

(g) Page proofs transmitted electronically each order..... per page .....\$\_\_\_\_\_

(h) Advance Press Sheets .....per book/of all pages.....\$\_\_\_\_\_  
(Pacific book only)

**III. PRINTING AND BINDING:** The prices offered shall include the cost of all material and operations necessary for printing and binding in accordance with the specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete cover.....	\$_____	\$_____
(b) Text (Black ink or color other than black)..... per page.....	\$_____	\$_____
(c) Text (Each additional color) ..... per page.....	\$_____	\$_____

\_\_\_\_\_  
(Initials)

**IV. STOCK/PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. A backstrip if required, shall be considered part of cover page 1: a separate charge for a backstrip will not be allowed.

Per 1,000 leaves

(a) White Light Weight Offset Book 30-lbs .....\$\_\_\_\_\_

(b) Colored Index 110-lbs .....\$\_\_\_\_\_

**V. PACKING:**

1. Bulk shipments (other than by USPS and UPS):

Packing and sealing shipping containers ..... per container .....\$\_\_\_\_\_

2. (a) Single or multiple copies

in kraft envelope (up to 350 leaves) ..... per envelope.....\$\_\_\_\_\_

(b) Single or multiple copies over 350 leaves,

up to 3 lbs., in cushioned shipping bags ..... per bag .....\$\_\_\_\_\_

(c) Quantities over 3 lbs., up to 45 lbs ..... per container .....\$\_\_\_\_\_

(d) Palletizing ..... per pallet or skid .....\$\_\_\_\_\_

**VI. ADDITIONAL OPERATIONS:**

(a) Gathering volumes into sets (partial or complete)..... per address .....\$\_\_\_\_\_

(b) Removing returned package labels and returning

labels to Silver Spring, MD ..... per returned package..\$\_\_\_\_\_

(c) Diskette (as described on page 8 of the contract

for the first, third, and last cycle)..... per diskette.....\$\_\_\_\_\_

(d) CD-ROM and/or file Transfer (as described on page 8

of the contract for EVERY cycle) ..... per CD-ROM .....\$\_\_\_\_\_

(e) Prepare postscript files each cycle for

last minute changes..... per hour.....\$\_\_\_\_\_

(f) Producing copy whites for scanning..... per page .....\$\_\_\_\_\_

(g) Programming costs ..... per hour.....\$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

Note: The contractor shall be reimbursed for any costs incurred to process USPS forms by submitting proper documentation with the billing voucher.

TYPEFACES: If manufacturers generic equivalent typefaces are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the equivalent typeface and composing machine to be used.

Preferred Typefaces:

1. News Gothic and News Gothic Bold in 6 point.
2. News Gothic Bold Condensed in 6, 8, and 10 point.
3. Techno Medium in 10, 12, and 18 point.
4. Futura Bold in 24 point.

Manufacturers Generic  
Equivalent Typefaces

Name of Composing Machine

1. \_\_\_\_\_
2. \_\_\_\_\_

LOCATION OF POST OFFICE: All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_, City \_\_\_\_\_,  
State \_\_\_\_\_, ZIP Code \_\_\_\_\_.

BIDDER'S NAME AND SIGNATURE: Fill out "Section 4.- Schedule of Prices", initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Fpr, 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail..

Bidder \_\_\_\_\_

(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)